JOSHUA ODUNTAN ACA.

Lagos, Nigeria (+234)8140479353 linkedin.com/in/joshuaoduntan oduntanjoshua@gmail.com

OBJECTIVE SUMMARY

A multi-faceted, efficient, and reliable team player experienced in financial reporting, reconciliation, forecasting, and management accounting, seeking to utilize my knowledge and proficiencies to add value and improve performance in an environment that encourages me to succeed and grow professionally.

ACADEMIC QUALIFICATIONS

- University of Lagos First-class Honours, B.Sc. Accounting

CERTIFICATIONS

- Association of Chartered Accountants (ACA) Nov. 2022.
- Association of Accounting Technicians, West Africa Jun.2017.
- Association of Chartered Certified Accountants (ACCA) ***in view Mar 2026***

KEY SKILLS

- Principles of Accounting: In-depth practical and theoretical knowledge of GAAP, IFRS, and regulatory standards to ensure compliance in financial statements and decision-making.
- Software Proficiency: Microsoft 365, Advanced QuickBooks, Sage, Xero, Workday Finance, Salesforce, Stripe, Excel.
- Data Analysis: Experienced with deriving meaningful information from data to make accurate financial reports, financial forecasts, and recommendation.
- Excellent communication, attention to detail, and problem-solving skills: Proficient in ensuring accuracy and effective communication of reports and analysis.

WORK EXPERIENCE Accountant: Otomax Limited (United Kingdom)

Feb 2024 – Present Key Roles

- Developing and overseeing the financial strategy to align with business goals and drive long-term growth.
- Preparing detailed budgets and financial forecasts, ensuring accurate predictions of future financial conditions.
- Preparing and presenting comprehensive financial reports, including profit and loss statements, balance sheets, and cash flow projections
- Monthly Account receivables and payables reconciliation.
- Analyzing costs, identifying cost-saving opportunities, and implementing measures to enhance profitability.
- Assessing financial risks and implementing effective risk mitigation strategies, including monitoring compliance with regulations.
- Overseeing cash flow, managing liquidity, and ensuring adequate funding for business operations and expansion.
- Evaluating investment opportunities and providing recommendations to optimize capital allocation.
- Managing tax strategies and ensuring compliance with relevant tax laws and regulations.
- Acting as a liaison between the finance department and key stakeholders, including senior management and investors.
- Leading and mentoring finance teams, fostering professional growth and ensuring adherence to financial best practices. **Key Achievements**
- Introduced policies that led to the recovery of 70% of outstanding debts from 2022 within my first six months.

- Implemented receivable policies that improved the company's cash to revenue ratio from 80% to 93%.
- Developed and executed cost-saving initiatives that resulted in a 15% reduction in operating expenses within a year.
- Conducted in-depth financial analyses and implemented strategic changes that boosted profit margins by 10% in 6 months.
- Restructured and automated financial reporting systems, reducing the monthly reporting cycle time by 50%, improving accuracy, and enabling quicker decision-making by senior management.

Key Tools: Sage, Xero, Stripe, Microsoft Excel, Microsoft PowerPoint, Microsoft Word.

Senior Accountant: Marcelle Ruth Cancer Centre & Specialist Hospital (Nigeria) Oct 2022 – Feb 2024

Key Roles

- Complying with all company, local, state, and federal accounting, and financial regulations.
- Liaising with clients of accounts payables and posting customer's and supplier's invoices on Sage X3
- Processing statutory payments such as PENSION, and tax remittances in due time.
- Monthly Account receivables and payables reconciliation.
- Compiles audit reports on a quarterly basis.
- Monthly preparation and reporting of management account with commentaries.
- Working with the team to ensure accurate projections into financial forecasts.
- Carrying out periodic variance analysis
- Analyzes, and forecasts results, focus areas, and alternatives, and gives recommendations
- Uploading and matching receipts and payments to customer's and supplier's invoices
- Handles GL accounts, prepares financial statements, and reconciles financial statements to ensure timely payments of expenses and to reduce bad debts from partners.
- Manages company bank account and credit cards and uses automated secured systems to increase efficiency.
- Handles monthly, quarterly, and annual management reporting for Profit or Loss statements, cash flow statements, Balance Sheets, and provides commentaries.
- Fixed asset analysis (updating asset register occasionally, Posting and capitalizing assets on Sage X3).
- Preparing intercompany, bank, accounts receivable, account payables, and withholding tax payable reconciliations on a monthly basis.

Key Achievements

- Spearheaded the smooth transitioning from QuickBooks to Sage X3 ensuring 0% error.
- Enhanced the accuracy of management account reporting, resulting in a 25% increase in actionable insights for decision-making.
- Collaborated with the team to refine financial forecasts, increasing the accuracy of projections by 20%
- Streamlined the accounts receivable and payable process, reducing invoice processing time by 20%. •
  Processed statutory payments punctually, maintaining a 0% late penalty record.

Key Tools: Sage X3, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Akhil, QuickBooks.

Accountant / Financial Analyst: Wells Accounting and Tax Services (Nigeria) April. 2022 – Oct 2022
Client: Marcelle Ruth Cancer Center & Specialist Hospital Key Roles

- Monthly Account receivables and payables reconciliation.
- Working with the team to ensure accurate projections into financial forecasts.
- Carrying out periodic variance analysis

- Analyzes, and forecasts results, focus areas, and alternatives, and gives recommendations
- Uploading and matching receipts and payments to customer's and supplier's invoices
- Handles GL accounts, prepares financial statements, and reconciles financial statements to ensure timely payments of expenses and to reduce bad debts from partners.
- Fixed asset analysis (updating asset register from time to time, Posting and capitalizing assets on Sage X3).
- Preparing intercompany, bank, accounts receivable, account payables, and withholding tax payable reconciliations on a monthly basis.

Key Achievements

- Enhanced GL account handling, which led to a 12% decrease in reconciliation time.
- Conducted fixed asset analysis that ensured accurate capitalization, improving asset management efficiency by 10%.
- Improved the accuracy and timeliness of monthly account reconciliations, reducing discrepancies by 20%.

Key Tools: Sage X3, Microsoft Excel, PowerPoint and Word, Akhil, QuickBooks.

Accounting Consultant (Remote) Chartered Insurance Institute of Nigeria Mar. 2020 – May 2020

Key Roles

- Reviewed the management report of the institute.
- Redrafted the institute's financial statements and carried out financial reporting services. • Carried QuickBooks training for the organization's accountants.
- Assisted the management in the decision-making process by analyzing budgets and financial forecasts
- Analyzed forecast results, focus areas, and alternatives, and gave recommendations

Key Achievements

- Redrafted financial statements to ensure compliance with regulatory standards, resulting in a 100% compliance rate.
- Spearheaded QuickBooks set up of the institute to reflect the institutes activities
- Conducted QuickBooks training that enhanced the accounting team's proficiency, increasing their efficiency by about 25%.
- Provided critical analysis and recommendations that informed management decisions, leading to a 15% improvement in budget allocation.

Key Tools: QuickBooks, Microsoft Excel, PowerPoint and Word.

Accountant (Remote) Crinkle Services Sept. 2018 – Dec 2021

- Developed and monitored spending within assigned budgetary limits to ensure expenditures aligned with objectives.
- Handled customer's and supplier's invoices on Xero
- Reconciled bank statements, receipts, accounts receivables, and payables on a regular basis.

Key Achievements

- Successfully developed and implemented a budget monitoring system, ensuring expenditures stayed within budgetary limits and reducing budget variances by 15%.
- Improved invoice handling efficiency on Xero, reducing processing time by 20%.
- Enhanced the accuracy and timeliness of bank statement reconciliations, resulting in a 10% decrease in discrepancies.

- Streamlined the reconciliation process for receipts, accounts receivables, and payables, improving overall financial accuracy by about 18%.

Key Tools: Xero, Microsoft Excel, PowerPoint and Word.

Finance officer (Remote) YouthAlive Foundation **Dec. 2018 – Feb. 2020**

- Compiled and produced monthly/annual financial statements, budget reports and management analyses.
- Developed and monitored spending within assigned budgetary limits to ensure expenditures aligned with objectives.
- Delivered data-driven insights to recommend optimal strategies for organizational improvement.
- Reconciled bank statements on a regular basis.

Key Achievements

- Provided data-driven insights that led to the adoption of new strategies, improving organizational efficiency.
- Conducted timely bank statement reconciliations, reducing discrepancies by 10%.
- Implemented a budget monitoring system that ensured spending stayed within budgetary limits, reducing budget overruns by about 15%.

Key Tools: QuickBooks, Microsoft Excel, PowerPoint and Word.